STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Landscape Architect, CT	D53 Design	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Complete Streets Liaison	913-250-2972-016	06/04/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Office Chief for Complete Streets Design, the incumbent participates in planning and landscape architectural design processes for transportation system improvements relating to complete streets design (including bicycle, pedestrian, and transit), asset management, targets, and performance measures. The incumbent provides close communication between Headquarters and assigned Region and District; technical guidance and expertise on complete streets; through liaison efforts, independently prepares written reports and recommendations for program and landscape architectural project improvements; and inputs to other functional areas of the Department in support of Project Delivery. The incumbent will support delivery of Complete Streets projects and will coordinate directly with other internal stakeholders that have Complete Streets responsibilities to promote a consistent and collaborative approach to meeting the goals of the Complete Streets Program. The incumbent will represent Caltrans through engagement with internal and external stakeholders (including bike, pedestrian, and transit advocates) to assure transparency, support collaboration, and identify opportunities for engagement.

CORE COMPETENCIES:

As a Senior Landscape Architect, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Climate Action - Collaboration, Equity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Innovation)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Prosperity - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Climate Action, Prosperity - Collaboration, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Collaboration, People First)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity - Collaboration, Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description

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30%	E	Support the management of Complete Streets (including bicycle, pedestrian, and transit) as an asset for inclusion into the State Highway System Management Plan (SHSMP). Efforts include working with Headquarters and District Asset Management staff and a variety of Headquarters Divisions to support development of Statewide and District performance targets. Coordinate with Headquarters and District staff on the development of District Active Transportation Plans to identify District complete streets needs and priorities, and develop asset management policies, procedures, and standards. Track and monitor progress toward complete streets asset management goals. Perform projected asset condition reviews and review project change requests related to complete streets assets performance changes. Coordinate with Maintenance and other Divisions to identify and/or develop inventory condition assessment protocols and practices. Responsible for supporting the Complete Streets Program by performing managerial and administrative activities for the planning, budgeting, and program control, and deploying complete streets features in landscape architectural and land use projects.
20%	E	Coordinate, monitor, and provide independent quality assurance of Region/District compliance with statewide objectives, policies, guidelines and standards for integration of transportation system improvements for all users and adjacent communities.
20%	E	Provide landscape architectural expertise in the development of the State Highway Operation Protection Plan (SHOPP), design guidance and standards, documentation, and other programing documents relating to project development and the delivery of the complete streets programs and projects in connection with State transportation facilities. Provide consultation, investigation, reconnaissance, research, land use planning, visual impact assessments and design necessary to incorporate complete streets elements (including bicycle, pedestrian, and transit) into the master plans and transportation projects while preserving and enhancing the natural and historic resources.
10%	E	Provide landscape architectural technical expertise to the Region/District regarding project development guidelines for delivery of program objectives for complete streets work.
10%	E	Provide landscape architectural technical expertise and support for identification, development and delivery of statewide/Regional/District communication and training needs in policies, standards, complete streets design and data management, and support the Complete Streets Program as needs arise.
10%	M	Initiate contacts with other functions, the complete streets industry, external agencies and stakeholders, and the general public, and/or respond in the furtherance of project delivery needs. Participate on special task forces and studies, and provide expert support for civil service examinations and selection of consultants by the Region/Districts. Independently prepare issue papers, reports, legislative analysis, responds to administrative referrals, letters to the public, fact sheets, and general correspondence.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
Incumbent does not supervise, but may direct the work of other professionals in the execution of typical duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge: Must have thorough knowledge of Caltrans' organizational structure, departmental policies and procedures, financial challenges and asset management practices. A broad knowledge of the department's Project Delivery Program, encroachment permitting process, policies, procedures, standards, and applicable federal and state laws and regulations. A detailed knowledge of organizational relationships and functions, both internal and external, that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is desired. Principles of landscape architecture, including design as applied to landscape architecture; land use planning and complete street design features including bicycle, pedestrian, and transit features; site analysis and planning; erosion control; proper use of plant materials; principles of ecology; soil preparation, planting, and irrigation techniques; landscape maintenance procedures; principles of pedestrian, bicyclist, and transit facility development planning; and native and exotic plant materials best adapted to specific uses in various parts of California; and principles of program and project management; various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation, and maintenance; and factors which influence the impact of landscape architecture facilities on the environment, the community, and the economy; methods of planning, programming, and administering all types of large-scale landscape architectural and land use planning programs.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good, professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and work closely with staff outside of the division to be able to complete prioritized workload. Must be creative and innovative, have the ability to examine

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existing processes and outcomes, identify deficiencies, and develop improvements to achieve program goals. In response to requests from Department executive management, Agency, and the California State Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate input, develop alternative courses of actions, and make objective recommendations on all issues relating to complete streets. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

Prepare complex land use plans, devise programs for public participation in the planning process, plan working and construction details, and prepare landscape architectural plans; estimate the cost of landscaping and related ground improvements and prepare construction specifications; lay out and design surface drainage, irrigation, and sprinkling systems in connection with landscape projects; serve on project development teams as an authority on visual analysis issues; create and select proper design, etc., to reduce unsafe conditions; and conduct public meetings, make public presentations, and address an audience effectively. and prepare technical directives and administrative orders; correlate engineering or architectural features to proposed landscape projects; direct a large-scale landscape program; and communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State, and local agencies. Plan, prepare, and implement preliminary studies of large-scale planning, capital outlay, and landscaping programs on a statewide basis.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to complete streets. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required. Establishment of close contacts and working relationships with outside agencies and organizations is also essential. Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies (such as the Department of Finance, Governor's Office, California State Transportation Agency), representatives of the State legislature, other transportation stakeholders, and industry representatives on complex complete streets issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting and in a home office. The use of a desktop computer is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. For permanent and limited term appointments, all commute expenses to the headquartered location will be the responsibility of the selected candidate.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE

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